

General

A Release of Claims is the final claim against an encumbrance that a vendor submits.

It releases the liability of a department or agency for the services rendered by the contractor/vendor.

It represents the completion of a project or other contracted service by the vendor.

The Release of Claim prevents the vendor from further claims of non-payment by the government. This is a vital document that must be attached to the vendor's last invoice to the department or agency.

The Release of Claim is required to be notarized.

Release of Claim**Line by Line Instructions****1 – Contract or Purchase Order Number**

Enter the contract or purchase order number for which the claims are being released.

2 – CONTRACT / PURCHASE ORDER AMOUNT

Enter the worded total amount of the contract / purchase order.

3 – Contract / Purchase Order Amount (\$)

Enter the total numerical amount of the contract / purchase order.

4 – PAID TO DATE

Enter the worded amount of the contract / purchase order paid-to-date to the vendor.

5 – Paid to Date (\$)

Enter the numerical value of the contract / purchase order that has been paid-to-date.

6 – AMOUNT OWED

Enter the worded amount of the balance owed to the vendor.

7 – Amount Owed (\$)

Enter the numerical value of the contract balance owed.

8 – INVOICE NUMBER(S)

Enter the invoice number(s) which remain unpaid and outstanding.

9 – Day

Enter the numerical day of the release of claim.

10 – Month

Enter the month of the release of claim.

11 – Year

Enter the year of the release of claim.

12 – WITNESS (Name & Signature)

Printed name and signature of witness to the claim.

13 – (Witness) DATE

Date of the witness's signature.

14 – CONTRACTOR / VENDOR

The original signature of the contractor or contractor representative.

15 – BY

The printed name of the contractor releasing the claim.

16 – TITLE

The title of the contractor signing the release of claim.

17 – DATE

The date the contractor signs the release of claim.

CERTIFICATE section**18 – CERTIFYING OFFICIAL**

The name of the certifying official should be an official notary.

19 – TITLE

The title of the certifying official.

20 – CONTRACTOR

The name of the contractor, or representative, signing the release of claim.

21 – TITLE

The title of the contractor, or representative, signing the release of claim.

22 – Signature

The original signature of the person certifying the release of claim.

** Upon certifying, the certifying official should affix the official notary seal on the document.*